



Department of Administrative Services State of Georgia Job Description

Strategic Support Manager

Job Code: 31797

Pay Grade: 18

Salary Range: \$45,903 - \$80,546

Job Description, Responsibilities, Standards, and Qualifications

Under general direction, manages strategic support analysts in State Purchasing's Knowledge Center. Oversees the development of spend analysis as well as the capture and dissemination of best practices and lessons learned. Coordinates assignment of analysts to procurement category teams based on identified needs and requirements.

Job Responsibilities & Performance Standards:

1. Manages spend analysis development and reporting.

1. Supervises analysts in identification, collection, cleansing, and categorization of spend data.
2. Manages spend analysis information to ensure the reliability and accuracy of information generated.
3. Ensures that spend analysis information is updated annually and/or as needed as new information becomes available.
4. Creates templates for standard spend analysis information reports.
5. Supervises analysts in creating relevant spend analysis and category reports.
6. Assigns requests for spend analysis reports to analysts.

2. Directs knowledge management activities for state strategic sourcing functions.

1. Develops appropriate formats for the capture of best practices and lessons learned for knowledge management.
2. Develops and maintains a library of best practices and methodologies.
3. Provides consultation on the creation and refinement of cost models for sourcing categories.
4. Drives the State's strategic sourcing process and know-how through coordination with category managers.
5. Consults with category managers on negotiation strategies.
6. Collaborates with category managers to identify and implement best practices and lessons learned.

3. Prioritizes professional level support activities and assignment of staff resources.

1. Assigns projects in accordance with the needs of category teams and skills of available analysts.
2. Considers appropriate internal and external factors and issues that may impact the prioritization of staffing needs.
3. Demonstrates effective communication and negotiation skills in assigning analysts to projects.

4. Supervises analysts in procurement activities, spend analysis, and knowledge management.

1. Recruits and hires staff with the necessary knowledge, skills, and abilities to be successful in the field of procurement.
 2. Trains and coaches analysts on analytical and interpersonal skills.
 3. Provides analysts with clear performance expectations and objectives.
 4. Tracks and reviews established metrics to evaluate the performance of analysts.
 5. Consults with category managers working directly with analysts to monitor performance.
 6. Provides ongoing, constructive, and timely performance feedback and coaching to staff to encourage achievement of expectations.
 7. Conducts accurate and timely performance evaluations of assigned analysts.
 8. Identifies appropriate and cost-effective training and professional development opportunities for assigned analysts.
- 5. Participates in procurement application projects as needed.**
1. Collaborates with other managers to identify appropriate opportunities for piloting application projects with sourcing initiatives.
 2. Participates in embedding new processes and applications in the strategic sourcing process.
- 6. Develops and maintains professional knowledge of the procurement field.**
1. Maintains knowledge of and complies with the Georgia Procurement Manual, procurement rules, and regulations.
 2. Understands and manages legal implications and possible complications of procurement activities.
 3. Maintains current and broad knowledge of the procurement field by conducting appropriate research of trade journals, internet resources, and communications with peers and other experts as appropriate.
 4. Identifies and attends appropriate training related to the procurement field.
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Competencies:

1. Goal and Task Management (level 5)

- **Driven by both personal and organizational standards to produce results.**
 - Focuses effort on the key things that matter most.
 - Maintains short and long-term focus in the completion of tasks.
 - Takes on extremely challenging tasks.

2. External Awareness (level 5)

- **Extensive knowledge and insight.**
 - Extensive knowledge and insight into external environment and its impact on the organization.
 - Develops formal procedures for tracking/evaluating trends and influences.
 - Is recognized as the point-of contact for external items effecting organization.

3. Creative Thinking level (4)

- **Creates innovative products and services.**
 - Recognizes problems and issues not apparent to others.
 - Experiments with new ideas, methodologies, and procedures.
 - Applies formal methods and strategies to enhance creative thought.

4. Organizational Awareness (level 4)

- **Forms alliances.**

- Forms alliances to achieve goals.
- Uses formal and informal organizational systems to meet objectives.
- Uses political forces within an organization.

5. Written Communication (level 5)

- **Uses and applies advanced literary techniques.**

- Extensive knowledge of advanced literary techniques and formats.

6. Negotiation and Influence (level 5)

- **Orchestrates situation to achieve win-win results.**

- Identifies options and alternatives that are beneficial for all.
- Considers overall impact and results of negotiations and agreements.
- Enlists “political allies” to influence situations and people.
- Targets decision makers; builds support behind the scenes.

7. Human Resource Management (level 4)

- **Deploys staff to achieve development.**

- Assesses staff abilities when assigning/delegating tasks.
- Implements comprehensive staff-development strategies.
- Employs tracking mechanisms to assure attainment of overall staff development goals.

Minimum Qualifications:

Completion of a Master's degree in business administration (MBA) or public administration (MPA) from an accredited college or university.

AND

Two years of supervisory procurement/sourcing experience.

OR

Completion of a four year degree from an accredited college or university.

AND

Four years of professional procurement/sourcing experience, two years of which were in a supervisory capacity.

OR

Eight years of professional procurement/sourcing experience, three years of which were in a supervisory capacity.

OR

Three years of experience as a Senior Strategic Support Analyst, one year of which was as a supervisor or lead worker.

Preferred Qualifications:

Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Certification as a Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Associate Contracts Manager (CACM), Certified Professional Contracts Manager (CPCM), or a Certified Purchasing Manager (CPM),
- Prior government procurement experience
- E-sourcing experience
- Experience using PeopleSoft Financials 7.2 or 8.8
- Procurement/sourcing experience in one or more categories in the following areas:
 - Services
 - Goods
 - Capital Expenditures
 - IT